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NATIONAL INSTITUTE FOR MANAGEMENT RESEARCH

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Executive Registry

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TO: FEDERAL AGENCY HEADS

RE: PAPERWORK REDUCTION ACT OF 1980 CONFERENCE, WASHINGTON, DC, NOVEMBER 17-19, 1981

The National Institute for Management Research (NIMR) announces the Government/Industry conference on:

The First Year of Implementation Experiences Under the PAPERWORK REDUCTION ACT OF 1980 Washington, D.C. - November 17-19

The Paperwork Reduction Act of 1980 (PL 96-511) is having the most dramatic effect on Federal jobs and careers of any law of the past 15 years. It touches all ADP, automated office, communications, program and information specialists jobs. The Act impacts every agency and requires restructuring of organizations, positions, and career paths. This conference is a must for professionals who need a clear understanding of the Act and its extensive influence on their jobs.

The conference covers the first year's implementation experiences since passage of the Act. You review all legislation, regulations, and guidelines issued to implement PL 96-511. You hear agency case studies describing lessons learned. You receive Information Resource Manager Reports giving major agency experience. You get in-depth coverage of:

- . Legislation and regulations
- . OMB and GSA roles
- . FIPS Task Group 17
- . DoD information control
- . Data dictionaries
- . Office automation impact
- . Information resource management
- . Federal Information Locator System
- . Acquisition management impact
- . Federal statistics programs

Key policy, agency, and industry executives will participate in the conference. They represent both regulatory and user agencies and leading industrial firms including:

- . Air Force Data Services Center
- . Alpha-Omega Corporation
- . Arthur Young & Co.
- . Department of the Interior
- . Department of State
- . George Washington University
- . Library of Congress
- . White House Office of Planning and Evaluation
- . Office of the Secretary of Defense (Comptroller)
- . Planning Research Corporation
- . Social Security Administration
- . U.S. House of Representatives
- . U.S. Postal Service
- . U.S. Senate Committee on Federal Spending Practices

You are urged to send members of your team to this conference. Special Federal Government and Military rates apply. For additional brochures, please call (213) 450-0500 or write:

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P.O. BOX 3727
SANTA MONICA, CA 90403

The new Law that dramatically impacts
every Federal agency . . . ORGANIZATIONS,
JOBS and CAREER paths are changing.
Come to learn how you'll be affected!

RDP84B0089050003090

"The Special Keynote Address:
THE PAPERWORK REDUCTION ACT
OF 1980 — ONE YEAR LATER"
by Congressman Frank Horton

THE FIRST YEAR OF IMPLEMENTATION EXPERIENCES
UNDER THE

PAPERWORK REDUCTION ACT OF 1980

WASHINGTON, D.C.
NOVEMBER 17-19, 1981

Designed for Government and Industry Professionals, including:

- ADP Managers
- ADP Specialists
- Office of the Future Managers
- Budget Officers
- FILS Analysts
- Program Managers
- Word Processing Specialists
- Mission Analysts
- Compliance Specialists
- Automated Office Managers
- Information Officers
- Information Resources Management (IRM) Specialists
- Long-Range Planners
- Contractor Marketing Personnel



**Presented by the
NATIONAL INSTITUTE FOR MANAGEMENT RESEARCH**

Administered by Management Education Corporation

NOTEBOOK
SALE
See back
page.

Tuesday-Thursday Conference



PAPERWORK REDUCTION ACT OF 1980

Washington, D.C.

November 17-19, 1981

Registration: Tuesday, 8:15 a.m.

International Hotel

10 Thomas Circle, N.W.

Washington, D.C. 20005

(202) 842-1300

(800) 424-1140

CONFERENCE FACULTY

Dr. Elizabeth Byrne Adams
Professor of Management
Department of Management Sciences
George Washington University

Louise G. Becker
Staff Analyst, Information Sciences
Congressional Research Service
Library of Congress

Paul S. Berger
Manager
Arthur Young & Co.

Timothy B. Braithwaite
Deputy Director, Office of Systems
Planning and Control
Social Security Administration

Christopher R. Brewster
Chief Counsel and Staff Director
U.S. Senate Subcommittee on Federal
Expenditures, Research and Rules

Morey J. Chick
Manager, Computer Technology
General Accounting Office

John Coyle
Chief, IRM Program Development
Department of the Interior

Richard K. Davis
Vice President, Western Region
Performance Development Corporation

Dr. Joseph W. Duncan
Deputy Director, National Indicator
System
White House Office of Planning
and Evaluation

Dr. Donald W. Fitzpatrick
Deputy Division General Manager
Advanced Technology, Inc.

Walter W. Haase
General Manager, Field Services
Planning Research Corporation

Congressman Frank Horton
Ranking Minority Leader, Government
Operations Committee
U.S. House of Representatives

Raymond S. Jozwick
Principal
Arthur Young & Co.

Alan Linden
Senior Staff Member
Congressional Research Service
Library of Congress

Col. William T. Misencik, USAF
Director, Office of Information
Resources Management
Department of the Air Force

Oscar W. Mueller, Jr.
Deputy Director, Information
Resources Management
Department of the Interior

Richard M. Neustadt
Attorney
Kirkland & Ellis

William H. Price
Director, Foreign Affairs Information
Center
Department of State

William B. Ritt
Assistant Director, ADP Policy
Development
Data Automation Policy Directorate
Office of the Secretary of Defense
(Comptroller)

Brig. Gen. Winfield S. Scott, USA (Ret.)
Director, Management Information
Control and Analysis
Office of the Secretary of Defense
(Comptroller)

Lt. Col. Robert J. Tufts, USAF
Deputy Director, Programs and
Financial Systems
Air Force Data Services Center

C. David Vincent
Senior Consultant
Alpha-Omega Corporation

CONFERENCE EVALUATION

Representative comments from previous Government/Industry Washington, D.C. conference attendees:

"An excellent conference. The speakers were outstanding. Their material was well organized and professionally presented. The agenda was properly tailored to the concerns of both industry and government and to the technical demands and contracting constraints."

COL. JOHN C. LYNCH, USAF, Andrews AFB

"Most presentations were given with no holds barred, no punches pulled. Really told it like it is and like it is expected to be."

M. RIORDAN, Health Resources Administration

"The conference was well planned and afforded each attendee the opportunity to attend a session geared to his problem area. The speakers were excellent and eager to answer questions that were raised."

H. WAYNE ARNOLD, Veterans Administration

"Thorough and fast paced."

JOSEPH J. RYAN, Aerospace Corp.

"Outstanding presentations and good use of visual aids; interesting lectures and speakers."

JORDAN STRAUSS, EPA

"Speakers well organized; reference materials are comprehensive and well organized."

THOMAS P. WOOD, Federal Home Loan Bank Board

"The speakers' presentations were timely and informative. The workbook with handouts and reference material is invaluable."

GLEN R. THOMASON, US Army

"Well structured and highly informative program with sufficient flexibility to allow exchange between speakers and attendees."

JAMES BURNESKIS, NASA

CONFERENCE OUTLINE AND SCHEDULE

TUESDAY, NOVEMBER 17 — POLICIES, DIRECTIVES AND ISSUES

8:15 REGISTRATION

9:00 CHAIRPERSON'S INTRODUCTION

Richard K. Davis
Vice President, Western Region
Performance Development Corporation

9:15 CONGRESSIONAL KEYNOTE ADDRESS: "PAPERWORK REDUCTION ACT OF 1980 — ONE YEAR LATER"

Congressman Frank Horton
Ranking Minority Leader, Government Operations Committee
U.S. House of Representatives

9:45 DEPARTMENT OF DEFENSE FEATURED ADDRESS: "IMPLICATIONS OF THE PAPERWORK REDUCTION ACT FOR THE DEPARTMENT OF DEFENSE"

Brigadier General Winfield S. Scott, USA (Ret.)
Director, Management Information Control and Analysis
Office of the Secretary of Defense (Comptroller)

10:30 BREAK

10:45 CIVILIAN AGENCY FEATURED ADDRESS: "IMPLEMENTING INFORMATION RESOURCE MANAGEMENT"

Oscar W. Mueller, Jr. **John Coyne**
Deputy Director, Information Chief, IRM Program Development
Resources Management Department of the Interior
Department of the Interior

11:30 INDUSTRY FEATURED ADDRESS: "AN INDUSTRY VIEW OF THE PAPERWORK REDUCTION ACT"

Walter W. Haase
General Manager, Field Services
Planning Research Corporation

12:15 LUNCH BREAK

1:45 THE PAPERWORK REDUCTION ACT HISTORICAL PERSPECTIVE

Regulatory directions. Origins of the Act and future expectations. Key issues that must be addressed by regulators and agencies to meet the Act's requirements. Status of companion legislation.

Richard M. Neustadt
Attorney
Kirkland & Ellis

3:00 MANAGEMENT IMPACT OF THE ACT

Requirements for information management present opportunities for better management of information resources. Certain internal organizational changes may be required. Impact on agency policy, procedures, organization, and management. New managerial approaches and techniques.

Dr. Donald W. Fitzpatrick
Deputy Division General Manager
Advanced Technology, Inc.

4:00 ADP IMPACT OF THE ACT

Planning for management information systems (MIS) under the Act. Choosing ADP systems. Correlation between Brooks Act and Paperwork Reduction Act from ADP viewpoint.

William B. Ritt
Assistant Director, ADP Policy Development
Data Automation Policy Directorate
Office of the Secretary of Defense (Comptroller)

5:00 ADJOURNMENT

WEDNESDAY, NOVEMBER 18 — TECHNOLOGY REQUIREMENTS OF THE ACT

9:00 CHAIRPERSON'S INTRODUCTION

Louise G. Becker
Staff Analyst, Information Sciences
Congressional Research Service
Library of Congress

9:05 INFORMATION RESOURCE MANAGEMENT — THE LINCHPIN FOR NEW TECHNOLOGIES

Technology needed to support IRM, including ADP, telecommunications, data bases, terminals and networks. Evaluation of exploding technology and merging systems. Treatment of information as a financial asset.

Dr. Elizabeth Byrne Adams
Professor of Management, Department of Management Sciences
George Washington University

10:00 POLICIES AND CONTROLS FOR INFORMATION RESOURCE MANAGEMENT

Report on recommended approaches in the National Bureau of Standards "Data Base Directives II" conference. Possible agency policies for planning and implementation of data resource systems. How agencies can benefit from shared technology and joint development.

C. David Vincent
Senior Consultant
Alpha-Omega Corporation

10:45 BREAK

11:00 DESIGN OF A DATA RESOURCE DIRECTORY

Expanded concepts of IRM. How to develop specifications for data resources local systems. Use of the hierarchical or tiered approach to agency data resource architecture. Status of the Federal Information Locator System (FILS) development under OMB.

Paul B. Berger
Manager
Arthur Young & Co.

12:15 LUNCH BREAK

1:45 TOOLS FOR THE SUCCESSFUL DATA BASE AND DATA ADMINISTRATOR

Role of managers and functional responsibilities to support integrated data resources. Survey of software tools for data resource development. Status of the American National Standards Institute (ANSI) data dictionary standardization efforts (X3J44).

Li Col. Robert J. Toffis, USAF
Deputy Director, Programs and Financial Systems
Air Force Data Services Center

2:45 BREAK

3:00 INTEGRATION OF FUTURE TECHNOLOGIES

Impact of integrated technology on office productivity. Goal of effectiveness increase through technical tools. How to evaluate and acquire necessary hardware and software.

Alan Linden
Senior Staff Member
Congressional Research Service
Library of Congress

4:00 AUTOMATED OFFICE SUPPORT OF THE ACT

Use of word processing terminals and work stations in a central computing environment. Linkages to total system concepts. Uses of digital information to increase productivity. Case history of the State Department's worldwide communications systems. Security issues and relative values of microfilm versus digital storage.

William H. Price
Director, Foreign Affairs Information Center
Department of State

5:00 ADJOURNMENT

THURSDAY, NOVEMBER 19 — MANAGEMENT OF THE ACT

9:00 CHAIRPERSON'S INTRODUCTION

Christopher R. Brewster
Chief Counsel and Staff Director
U.S. Senate Subcommittee on Federal Expenditures, Research and Rules

9:15 FEATURED ADDRESS:

"MILITARY EXPERIENCE WITH INFORMATION RESOURCES MANAGEMENT"
Broad definitional issues of IRM in terms of PL 96-511. How the law affects existing, on-going organizational change and system development. Future outlook for IRM.

Col. William T. Misencik, USAF
Director, Office of Information Resources Management
Department of the Air Force

10:15 FEATURED ADDRESS:

"PAPERWORK REDUCTION ACT — THE IMPACT ON AUTOMATION IN A CIVILIAN AGENCY"
Management impact of the Act in a civilian agency. How the Act affects security. Minimization of fraud and waste. Using the Act as a tool for management guidelines. How to interface with provisions of OMB Circular A-109.

Timothy B. Braithwaite
Deputy Director, Office of Systems Planning and Control
Social Security Administration

11:00 BREAK

11:15 PLANNING FOR INFORMATION RESOURCE MANAGEMENT

Capacity resource planning for ADP in the 1980-1990 period. Handbook on Life Cycle Management (LCM) costing. Applicability of OMB Circular A-109. Use of joint agency/contractor teams. How to overcome planning complications.

Raymond S. Jozwick
Principal
Arthur Young & Co.

12:15 LUNCH BREAK

1:45 AUDIT AND MANAGEMENT RESPONSIBILITIES FOR THE ACT

New management structures for the acquisition and implementation of information systems technology require centralization of management policy, review, and authority. This poses major changes in management and audit responsibilities. GAO's role.

Morey J. Chick
Manager, Computer Technology
General Accounting Office

2:45 BREAK

3:00 FEATURED CLOSING ADDRESS:

"NEW DIRECTIONS IN USING INFORMATION RESOURCES FOR POLICY MAKING"
New opportunities exist for better support of policymaking under the Act. New White House directions are seeking more cost-effective information while meeting the needs of program planning and policy analysis. Key issues in how to obtain better information resource support.

Dr. Joseph W. Duncan
Deputy Director, National Indicator System
White House Office of Planning and Evaluation

4:00 ADJOURNMENT

Since its passage last year, the Paperwork Reduction Act of 1980 has been impacting Federal jobs and careers more dramatically than any law of the past fifteen years. It touches all ADP, automated office, communications, program, and information specialists jobs. The Act is affecting every agency and is restructuring organizations, positions, and career paths.

This conference covers the first year's implementation experiences since passage of the Act. Key defense and non-defense agencies are represented. With this expert faculty, you review all legislation, regulations, and guidelines issued to implement the Act.

THE PAPERWORK REDUCTION ACT OF 1980 IS VITAL FOR ALL GOVERNMENT AND INDUSTRY PERSONNEL WHO ARE INVOLVED IN INFORMATION MANAGEMENT.

You hear agency case studies describing lessons learned; you receive Information Resources Manager Reports which give you major agency experiences during the past year. You get in-depth coverage of:

- legislation and regulations
- OMB and GSA roles
- DoD information control
- data dictionaries
- office automation impact
- information resources management
- Federal Information Locator System (FILS)
- acquisition management impact
- Federal statistics programs

CONFERENCE HIGHLIGHTS

This conference presents interpretations of the salient points in the Paperwork Reduction Act of 1980 by key members of Congress, user agencies, and the Department of Defense. The expert faculty gives an integrated view of the first year's implementation experience through actual case studies.

The first day focuses on policy interpretation and explanation of the Act by members of Congress, DoD, and civilian agency staffs.

The second day deals with technology requirements of the Act. Elements of information resource management, data dictionary use, technical roles for the information administrator, status of the Federal Information Locator system (FILS), ADP planning impact, and integration of automated office technology are presented.

The third day addresses management changes required by the Act. The NBS FIPS Task Group 17.B Report, acquisition management, statistical programs and shared experiences are reviewed and discussed with registrants.

1000-PAGE CONFERENCE NOTEBOOK

The conference notebook provides the definitive single-source reference on the Paperwork Reduction Act of 1980 (PL 96-511). The notebook contains latest legislation, regulations, and extensive "how to" guidance for implementation of the Act. Contents include:

- Paperwork Reduction Act of 1980 (PL 96-511)
- OMB Circulars, Directives, and Bulletins
- GSA Interpretations
- NBS Data Base Directions II Report
- ANSI X3H4 Report
- Brooks Act (PL 89-306)
- GAO Reports
- DoD Policies and Standards
- Case Studies

DoD STANDARDS OF CONDUCT

Invitation and seating procedures affecting attendance by Department of Defense personnel as guests have been coordinated with the Office of the Assistant Secretary of Defense (Public Affairs).

OFPP PRICE GUIDELINES

This conference meets price guidelines established by the Office of Federal Procurement Policy, Office of Management and Budget.

WHO SHOULD ATTEND

Government and industry personnel involved in information management as developers, managers, or users of Federal information or information resource management, including:

- | | |
|--|---|
| • ADP Managers | • Mission Analysts |
| • Program Managers | • Long-Range Planners |
| • Information Officers | • Budget Officers |
| • ADP Specialists | • Compliance Specialists |
| • Word Processing Specialists | • Contractor Marketing Personnel |
| • Information Resources Management (IRM) Specialists | • Federal Information Locator Systems (FILS) Analysts |
| • Office of the Future Managers | • Automated Office Managers |

SEND YOUR TEAM

Effective implementation of the Paperwork Reduction Act of 1980 requires restructuring of JOBS, CAREERS, and POSITIONS for program planners, ADP and IRM managers and specialists. They must share a common understanding of technological capabilities, practical applications and operational limitations of the Act. Send team members working on information management to this conference so they can share knowledge and insights gained, then operate with maximum efficiency within the provisions of the Act.

REGISTRATION FORM

REGISTRATION: Please detach and return registration application, including mailing label, to address below. Registrations are accepted in order of receipt up to the time of the meeting, subject to confirmation. Early registration is advised, as attendance is limited. **Advance telephone registration may be made at (213) 450-0500.**

FEE: Full registration fee listed below is payable in advance. Fee includes all sessions, all conference materials, refreshments, and conference notebook.

Industry: \$495

*Federal Government and Military: \$375

***FEDERAL GOVERNMENT & MILITARY FEE:** Includes \$75 for 1000-page notebook to be distributed at the conference. Deduct \$75 if notebook containing conference proceedings and documentation is not desired. **(FOR FEDERAL GOVERNMENT AND MILITARY ONLY.)**

CANCELLATIONS: Each registration cancelled later than one week before the program is subject to a \$50 service charge. Registrations cancelled after the program begins are subject to the full fee. Substitutions may be made at any time.

SCHEDULE: "Paperwork Reduction Act of 1980" registers on Tuesday, November 17 at 8:15 a.m. and adjourns on Thursday, November 19 at 4:00 p.m.

HOTELS: International Hotel, 10 Thomas Circle, N.W., Washington, D.C. 20005. Telephone (202) 842-1300; toll free (800) 424-1140 will hold a limited number of rooms for registrants. Please contact the hotel directly no later than one month before the conference begins and mention NIMR to assure preferred treatment.

NATIONAL INSTITUTE FOR MANAGEMENT RESEARCH (NIMR) is a non-profit educational organization established to present educational seminars and publish educational material for managers and professional staff in business, government, science, and professional disciplines. Suggestions for new faculty members, seminar or research topics, program improvement, and comments concerning previous programs are always welcome. Send to: President, NIMR, P.O. Box 3727, Santa Monica, CA 90403.

DoD STANDARD OF CONDUCT: Invitation and seating procedures affecting attendance by Department of Defense personnel as guests have been coordinated with the Office of the Assistant Secretary of Defense (Public Affairs).

OFPP PRICE GUIDELINES: This conference meets price guidelines established by the Office of Federal Procurement Policy, Office of Management & Budget.

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PAPERWORK REDUCTION ACT OF 1980

Washington, D.C. — November 17-19, 1981

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 Santa Monica, CA 90403
 (213) 450-0500

NOTEBOOK SALE

Copies of the 1000-page conference notebook are available for separate purchase. Copies of previous 1000-page conference and workshop notebooks are available now also. You would need several weeks of research to partially duplicate these notebooks; much of the material has not been published elsewhere. These unique, single-source references should be in your library. **ORDER NOW WHILE SUPPLIES LAST!**

Quantity/Price	Notebook Title and Contents
_____ @ \$75	PAPERWORK REDUCTION ACT OF 1980. If you can't attend the conference, buy the 1000-page notebook separately. See inside brochure for contents.
_____ @ \$75	THE AUTOMATED OFFICE. Automated office in perspective; word processing technology; automated office planning; data processing; software/hardware/communications; word processing management; advanced administrative systems; input/output technologies.
_____ @ \$75	AUTOMATED OFFICE IMPLEMENTATION WORKSHOP. Application areas; feasibility study methods; cost/benefit analysis tools; implementation planning checklists; case studies; equipment reference material; project planning and control methods.
_____ @ \$75	FEDERAL ADP PROCUREMENT. New policies, resources; acquisition process; hardware/software acquisition; conversion; timesharing; new directives; circulars/directives from DoD, GSA, OMB.
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_____ @ \$75	OFFICE OF THE FUTURE — TODAY! A comprehensive view; planning and management; multimedia communications; multimedia policy issues; services and equipment; applications for the office; services and applications for the home; implementation experiences.
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